

APP-CSE 2024 FORM
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2024 FORM

Introduction:

This form contains the common-use supplies and equipment (CSE) being carried by the Procurement Service – Department of Budget and Management (PS-DBM) that shall be purchased by government agencies. Consistent with the DBM Circular Letter Nos. 2011-6 and 2011-6-A dated 25 August 2011 and 28 September 2011, respectively, the APP-CSE shall serve as the agency's annual procurement request for all its CSE requirements. Only agencies with uploaded APP-CSE in the Modernized Philippine Government Electronic Procurement System (mPhilGEPS) will be able to purchase CSE from the PS-DBM. Note that the items listed on this form have been arranged in accordance with the United Nations Standard Products and Services Code (UNSPSC).

Reminders:

- 1.0 The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the mPhilGEPS and Downloads page of PS-DBM website (www.ps-philgeps.gov.ph).
- 2.0 All information must be provided accurately.
- 3.0 Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-philgeps.gov.ph) under the "What We Sell" tab for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or revise any items or rows on the PART I of this form, otherwise the form will be deemed invalid.
- 5.0 For items not included on the list of PART II, a separate file, with the file name APP-CSE 2024 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website (www.ps-philgeps.gov.ph) and must be submitted to PS-DBM through this link: <https://shorturl.at/hosS8>.
- 6.0 Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency's mPhilGEPS account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.
- 7.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their mPhilGEPS account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.
- 8.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0927-8478245 (Globe) or 0918-2954426 (Smart), or email appce.helpdesk@ps-philgeps.gov.ph, or visit the PS-DBM website (www.ps-philgeps.gov.ph) for the guide on how to fill-out the APP-CSE.

Note: The APP-CSE for FY 2024 must be submitted on or before **31 July 2023**.

Department/Bureau/Office: Batangas State University-Lipa
Region: IV-A (CALABARZON)
Address: A. Tanco Drive, Maraway, Lipa City

Agency Code/UACS: _____
Organization Type: HEI

Contact Person: Roderick A. Cabael
Position: Head- Procurement/BAC Secretary
E-mail: procurement.lead@batstate-u.edu.ph
Telephone/Mobile Nos: (043)960-0385 loc 3105

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																								Total Quantity for the year	Price	Total Amount for the year
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT							
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																												
ALCOHOL OR ACETONE BASED ANTISEPTICS																												
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																												
4	60121413-CB-P02	CLEARBOOK, Legal size	box	0	0	10	10	384.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	38.48	384.80		
5	60121534-ER-P01	ERASER, plastic/rubber	piece	0	0	20	20	187.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	9.36	187.20		
7	60121524-SP-G04	SIGN PEN, Fine Tip, Black	piece	0	0	100	100	4,472.00	0	0	0	100	4,472.00	0	0	50	50	2,236.00	0	0	0	0	0.00	250	44.72	11,180.00		
10	60121524-SP-G05	SIGN PEN, Fine Tip, Blue	piece	0	0	100	100	4,472.00	0	0	0	50	2,236.00	0	0	50	50	2,236.00	0	0	0	0	0.00	200	44.72	8,944.00		
13	60121524-SP-G06	SIGN PEN, Fine Tip, Red	piece	0	0	40	40	1,830.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	40	45.76	1,830.40		
BATTERIES AND CELLS AND ACCESSORIES																												
18	26111702-BT-A02	BATTERY, dry cell, size AA	pack	0	0	50	50	1,092.00	0	0	100	100	2,184.00	0	0	20	20	436.80	0	0	0	0	0.00	170	21.94	3,712.80		
19	26111702-BT-A01	BATTERY, dry cell, size AAA	pack	0	0	20	20	395.20	0	0	50	50	988.00	0	0	20	20	395.20	0	0	0	0	0.00	90	19.76	1,778.40		
CLEANING EQUIPMENT AND SUPPLIES																												
21	47131812-AF-A01	AIR FRESHENER	can	0	50	0	50	4,368.00	0	50	0	50	4,368.00	0	0	0	0	0.00	0	0	0	0	0.00	100	87.36	8,736.00		
22	47131604-BR-S01	BROOM (Walis Tambo)	piece	0	40	0	40	5,116.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	40	127.92	5,116.80		
23	47131604-BR-T01	BROOM (Walis Ting-ting)	piece	0	10	0	10	239.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	23.92	239.20		
24	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal	bottle	0	50	0	50	2,236.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	44.72	2,236.00		
25	47131803-CL-P01	CLEANSER, Scouring Powder	can	0	50	0	50	1,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	36.00	1,800.00		
27	47131811-DE-P02	DETERGENT POWDER, all purpose	pouch	0	150	0	150	13,260.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	150	88.40	13,260.00		
28	47131803-DS-A01	DISINFECTANT SPRAY	can	0	50	0	50	7,540.00	0	50	0	50	7,540.00	0	0	0	0	0.00	0	0	0	0	0.00	100	150.80	15,080.00		
29	47131601-DU-P01	DUST PAN	piece	0	50	0	50	2,340.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	46.80	2,340.00		

31	47131930-FC-A01	FURNITURE CLEANER	can	0	80	0	80	18,137.60	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	80	226.72	18,137.60	
32	73101612-HS-L01	HAND SOAP, liquid	bottle	0	80	0	80	3,436.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	80	42.95	3,436.00	
33	47121804-MP-B01	MOP BUCKET	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	2,288.00	0.00	
34	47131613-MP-H02	MOPHANDLE, heavy duty	piece	0	15	0	15	2,012.40	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	15	134.16	2,012.40	
35	47131619-MP-R01	MOPHEAD, made of rayon	piece	0	100	0	100	11,404.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	100	114.04	11,404.00	
36	47131501-RG-C01	RAGS	kilo	0	50	0	50	2,860.00	0	50	0	50	2,860.00	0	0	0	0	0	0	0	0.00	100	57.20	5,720.00	
37	47131602-SC-N01	SCOURING PAD	pack	0	10	0	10	894.40	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	10	89.44	894.40	
38	47121701-TB-P04	TRASHBAG, XXL size	pack/roll	0	30	0	30	3,900.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	30	130.00	3,900.00	
39	47121701-TB-P05	TRASHBAG, Large size	pack/roll	0	30	0	30	1,778.40	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	30	59.28	1,778.40	
40	47121701-TB-P06	TRASHBAG, XL size	pack/roll	0	30	0	30	2,776.80	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	30	92.56	2,776.80	
41	47121702-WB-P01	WASTEBASKET	piece	0	30	0	30	1,310.40	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	30	43.68	1,310.40	
45	13111203-AC-F01	ACETATE	roll	0	0	2	2	2,096.64	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	2	1,048.32	2,096.64	
MANUFACTURING COMPONENTS AND SUPPLIES																									
70	31201610-GL-J01	GLUE, all-purpose	jar	0	0	10	10	707.20	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	10	70.72	707.20	
72	31151804-SW-S01	STAPLE WIRE, standard	box	0	0	30	30	712.80	0	0	25	25	594.00	0	0	25	25	594.00	0	0	0	0	80	23.76	1,900.80
73	31201502-TA-E01	TAPE, electrical	roll	0	0	9	9	175.05	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	9	19.45	175.05	
76	31201517-TA-P01	TAPE, packaging, 48 mm	roll	0	0	40	40	1,206.40	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	40	30.16	1,206.40	
77	31201512-TA-T01	TAPE, transparent, 24mm	roll	0	0	40	40	457.60	0	0	40	40	457.60	0	0	0	0	0	0	0	0.00	80	11.44	915.20	
78	31201512-TA-T02	TAPE, transparent, 48 mm	roll	0	0	40	40	956.80	0	0	15	15	358.80	0	0	22	22	526.24	0	0	0	0	77	23.92	1,841.84
79	31151507-TW-P01	TWINE, plastic	roll	0	0	3	3	212.16	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	3	70.72	212.16	
MEASURING AND OBSERVING AND TESTING EQUIPMENT																									
80	41111604-RU-P02	RULER, flexible, plastic, 450mm	piece	0	0	10	10	208.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	10	20.80	208.00	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																									
81	44121612-BL-H01	BLADE, for general purpose cutter/utility knife	tube	0	0	10	10	160.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	10	16.00	160.00	
85	44122105-BF-C01	CLIP, backfold, 19mm	box	0	0	30	30	280.80	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	30	9.36	280.80	
86	44122105-BF-C02	CLIP, backfold, 25mm	box	0	0	30	30	468.00	0	0	25	25	390.00	0	0	0	0	0	0	0	0.00	55	15.60	858.00	
87	44122105-BF-C03	CLIP, backfold, 32mm	box	0	0	30	30	811.20	0	0	25	25	676.00	0	0	0	0	0	0	0	0.00	55	27.04	1,487.20	
88	44122105-BF-C04	CLIP, backfold, 50mm	box	0	0	30	30	1,809.60	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	30	60.32	1,809.60	
89	44121801-CT-R02	CORRECTION TAPE	piece	0	0	50	50	576.50	0	0	0	0	0.00	0	0	30	30	345.90	0	0	0	0	80	11.53	922.40
90	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	0	0	10	10	317.20	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	10	31.72	317.20	
91	44111515-DF-B01	DATA FILE BOX	piece	0	0	50	50	3,860.00	0	0	0	0	0.00	0	0	13	13	1,003.60	0	0	0	0	63	77.20	4,863.60
92	44122011-DF-F01	DATA FOLDER	piece	0	0	50	50	3,432.00	0	0	45	45	3,088.80	0	0	35	35	2,402.40	0	0	0	0	130	68.64	8,923.20
93	44103202-DS-M01	DATER STAMP	piece	0	0	8	8	3,758.24	0	0	0	0	0.00	0	0	2	2	939.56	0	0	0	0	10	469.78	4,697.80
94	44121506-EN-D01	ENVELOPE, Documentary, A4	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	840.32	0.00	
95	44121506-EN-D02	ENVELOPE, Documentary, legal,	box	0	0	3	3	3,235.44	0	0	0	0	0.00	0	0	2	2	2,156.96	0	0	0	0	5	1,078.48	5,392.40
96	44121506-EN-X01	ENVELOPE, Expanding, Kraft	box	0	0	3	3	4,124.64	0	0	0	0	0.00	0	0	2	2	2,749.76	0	0	0	0	5	1,374.88	6,874.40
97	44121506-EN-X02	ENVELOPE, Expanding, Plastic	box	0	0	40	40	1,219.60	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	40	30.49	1,219.60	
98	44121506-EN-M02	ENVELOPE, Mailing	box	0	0	5	5	2,334.80	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	5	466.96	2,334.80	
99	44121504-EN-W02	ENVELOPE, Mailing, with window	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	528.32	0.00	
100	44111912-ER-B01	ERASER, felt, for blackboard/whiteboard	piece	0	0	30	30	369.90	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	30	12.33	369.90	
101	44122118-FA-P01	FASTENER	box	0	0	45	45	4,258.80	0	0	0	0	0.00	0	0	2	2	189.28	0	0	0	0	47	94.64	4,448.08
102	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, legal	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	85.20	0.00	

103	44122018-FT-D01	FILE TAB DIVIDER, A4	pack	0	0	20	20	457.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	22.88	457.60
104	44122018-FT-D02	FILE TAB DIVIDER, Legal	pack	0	0	20	20	520.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	26.00	520.00
109	44122027-FO-P01	FOLDER, pressboard	box	0	0	7	7	6,668.48	0	0	0	0	0.00	0	0	3	3	2,857.92	0	0	0	0	0.00	10	952.64	9,526.40
112	44122008-IT-T01	INDEX TAB	box	0	0	100	100	6,311.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	63.11	6,311.00
114	44121716-MA-F01	MARKER, Fluorescent	set	0	0	20	20	852.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	42.64	852.80
115	44121708-MP-B01	MARKER, Permanent, Black	piece	0	0	10	10	156.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	15.60	156.00
116	44121708-MP-B02	MARKER, Permanent, Blue	piece	0	0	10	10	156.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	15.60	156.00
118	44121708-MW-B01	MARKER, Whiteboard, Black	piece	0	0	50	50	520.00	0	0	0	0	0.00	0	0	20	20	208.00	0	0	0	0	0.00	70	10.40	728.00
119	44121708-MW-B02	MARKER, Whiteboard, Blue	piece	0	0	30	30	312.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	10.40	312.00
121	44122104-PC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	box	0	0	50	50	468.00	0	0	0	0	0.00	0	0	20	20	187.20	0	0	0	0	0.00	70	9.36	655.20
122	44122104-PC-J02	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm	box	0	0	30	30	717.60	0	0	0	0	0.00	0	0	25	25	598.00	0	0	0	0	0.00	55	23.92	1,315.60
125	44121705-PE-L01	PENCIL, lead/graphite, with eraser	box	0	0	20	20	832.00	0	0	0	0	0.00	0	0	10	10	416.00	0	0	0	0	0.00	30	41.60	1,248.00
127	44101602-PU-F01	PUNCHER, paper, heavy duty	piece	0	0	10	10	1,622.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	162.24	1,622.40
128	44122037-RB-P10	BINDING RING/COMB, plastic, 32 mm	piece	0	0	10	10	2,742.30	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	274.23	2,742.30
130	44121905-SP-F01	STAMP PAD, felt	piece	0	0	20	20	852.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	42.64	852.80
131	44121619-SS-S01	SCISSORS, symmetrical/asymmetrical	pair	0	0	20	20	832.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	41.60	832.00
132	44121615-ST-S01	STAPLER, standard type	piece	0	0	10	10	1,455.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	145.60	1,455.00
134	44121613-SR-P02	STAPLE REMOVER, pier-type	piece	0	0	20	20	956.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	47.84	956.80

PAPER MATERIALS AND PRODUCTS

141	14111506-CF-L31	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 241mm	box	0	0	5	5	4,269.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	853.84	4,269.20
143	14111609-LL-C01	LOOSELEAF COVER	bundle	0	0	5	5	3,974.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	794.96	3,974.80
146	14111514-NP-S03	NOTEPAD, stick-on, 76mm x 76mm	pad	0	0	56	56	3,377.92	0	0	0	0	0.00	0	0	5	5	301.60	0	0	0	0	0.00	61	60.32	3,679.52
148	14111507-PP-M01	PAPER, MULTICOPY A4	ream	0	0	100	100	17,992.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	179.92	17,992.00
149	14111507-PP-M02	PAPER, MULTICOPY LEGAL	ream	0	0	500	500	105,560.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	500	211.12	105,560.00
154	14111531-RE-B01	RECORD BOOK, 300 PAGES	book	0	0	35	35	2,548.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	35	72.80	2,548.00
155	14111531-RE-B02	RECORD BOOK, 500 PAGES	book	0	0	30	30	3,120.00	0	0	10	10	1,040.00	0	0	0	0	0.00	0	0	0	0	0.00	40	104.00	4,160.00
157	14111704-TT-P02	TOILET TISSUE PAPER, 2 ply	pack	0	0	80	80	8,070.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	80	100.88	8,070.40

PESTICIDES OR PEST REPELLENTS

159	10191509-IN-A01	INSECTICIDE	can	0	50	0	50	12,896.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	257.92	12,896.00
-----	-----------------	-------------	-----	---	----	---	----	-----------	---	---	---	---	------	---	---	---	---	------	---	---	---	---	------	----	--------	-----------

A. TOTAL																							P	383,786.24
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																							P	38,378.62
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																							P	-
D. GRAND TOTAL (A + B+ C)																							P	422,164.86
E. APPROVED BUDGET BY THE AGENCY HEAD																								
In Figures and Words:																								

We hereby warrant that the total amount reflected in this Annual Procurement Plan to procure the listed common-use supplies, materials, and equipment has been included in or is within our approved budget for the year.

Prepared by:

 ANNALEE D. CARRERAS
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

 Accountant / Budget Officer

Approved by:

 Head of Office/Agency

Date Prepared: _____